

# **User Manual for Temporary Users of the Student and Exchange Visitor Information System (How to Complete and Submit the Form I-17, Petition for Approval of School for Attendance by Non-Immigrant Students)**

*November 1, 2005*



**Homeland  
Security**



## **TABLE OF CONTENTS**

<b>1. INTRODUCTION.....</b>	<b>1</b>
1.1 Purpose of SEVIS .....	1
1.2 Privacy Act Considerations.....	1
1.3 Security Reminder .....	2
1.4 Disclaimer .....	3
1.5 Glossary .....	3
 <b>2. DESCRIPTION OF SYSTEM FUNCTIONS .....</b>	 <b>3</b>
2.1 Overview of Screen Components .....	3
2.1.1 SEVIS Screen Components .....	4
2.1.2 Additional SEVIS Screen Components .....	4
2.2 Online Help Functions .....	4
2.2.1 Online Help Index .....	5
2.2.2 Search Online Help .....	5
2.2.3 Hide/Show the Left Panel .....	5
2.2.4 Jumps .....	5
2.2.5 Close Online Help.....	5
2.2.6 Printing Online Help Topics .....	5
2.2.6.1 Internet Explorer Users .....	6
2.2.6.2 Netscape Users .....	6
2.2.7 Tutorials .....	6
2.3 Logging Into SEVIS.....	7
2.3.1 How to Obtain a Temporary User ID.....	8
2.3.2 How to Create Your Initial Password .....	9
2.3.3 Guidelines for Passwords.....	10
2.3.4 Change Password Every 90 Days.....	11
2.3.5 Change Password Voluntarily.....	11
2.3.6 Request Password Reset .....	12
2.3.7 Logging Into SEVIS to Complete the Certification Application (Form I-17) .....	13
2.4 Logging Out of SEVIS.....	13
2.5 Completing the Certification Application (Form I-17).....	14
2.5.1 Contact Information Screen (Page 1 of 5).....	14
2.5.2 Program/Course Information Screen (Page 2 of 5).....	18
2.5.3 Contact Information Screen (Page 3 of 5).....	21
2.5.4 School Official Information Screen (Page 4 of 5) .....	25
2.5.4.1 Add School Official .....	26
2.5.4.2 Add Existing Official .....	29
2.5.4.3 Update a School Official's Record .....	30
2.5.4.4 Delete a School Official.....	30
2.5.5 Campus Information (Page 5 of 5).....	31
2.5.5.1 Add a Campus .....	31
2.5.5.2 Update a Campus .....	33

2.5.5.3 Delete a Campus .....	34
2.5.5.4 Assign SEVIS Roles .....	34
2.5.6 Print the Certification Application.....	36
2.5.7 Submission of the Certification Application (Form I-17) and Notification of Adjudication.....	37
2.5.8 Electronic Submission of Payment .....	37
2.5.8.1 Enter Payment Information Via Plastic Card.....	44
2.5.8.2 Enter Payment Information Via ACH .....	49
<b>3. OPERATING INSTRUCTIONS .....</b>	<b>54</b>
3.1 Initiate Operation .....	54
3.2 Maintain Operation .....	54
3.3 Terminate and Restart Operations .....	54
<b>4. ERROR HANDLING .....</b>	<b>54</b>
<b>5. HELP FACILITIES .....</b>	<b>55</b>
<b>APPENDIX A—ACRONYMS AND ABBREVIATIONS</b>	
<b>APPENDIX B—PRINTING INSTRUCTIONS FOR NETSCAPE VERSION 7.0</b>	

## **EXHIBITS**

Exhibit 1: Criminal Penalties .....	2
Exhibit 2: SEVIS User Registration Screen.....	3
Exhibit 3: SEVIS Login Screen .....	7
Exhibit 4: Register for a New SEVIS Account Screen .....	8
Exhibit 5: Set Password Screen .....	10
Exhibit 6: Request Password Reset Screen.....	12
Exhibit 7: Logout Link.....	14
Exhibit 8: Contact Information Screen (Page 1 of 5).....	15
Exhibit 9: Program/Course Information Screen (Page 2 of 5).....	19
Exhibit 10: Contact Information Screen (Page 3 of 5).....	22
Exhibit 11: School Official Information Screen (Page 4 of 5).....	26
Exhibit 12: Add Official Screen .....	27
Exhibit 13: Campus Information (Page 5 of 5).....	31
Exhibit 14: Add Campus Screen.....	32
Exhibit 15: Assigning Campus Officials Screen .....	35
Exhibit 16: Pay.gov Home Page .....	39
Exhibit 17: A-Z Index of Forms by Form Name Screen.....	40
Exhibit 18: Form Search Results Screen .....	41
Exhibit 19: DHS SEVIS School Certification Payment Screen .....	42
Exhibit 20: Enter Payment Information Screen—Plastic Card.....	45
Exhibit 21: Authorize Payment Screen— Plastic Card .....	48
Exhibit 22: Enter Payment Information Screen—ACH.....	50
Exhibit 23: Authorize Payment Screen—ACH .....	53

## **1. INTRODUCTION**

This manual was written as a resource for temporary school users of the Student and Exchange Visitor Information System (SEVIS). The temporary user is the school official who initiates, completes, and submits a certification application (Form I-17), Petition for Approval of School for Attendance by Non-Immigrant Students. This manual provides detailed instruction on obtaining a temporary user ID and password, initiating a certification application, and completing and submitting the application through SEVIS for adjudication by the Department of Homeland Security (DHS).

### **1.1 Purpose of SEVIS**

SEVIS facilitates timely reporting and monitoring of international students, exchange visitors (EVs), and their dependents in the United States. SEVIS is an Internet-based application for electronically monitoring and reporting on these individuals. SEVIS enables schools and program sponsors to transmit electronic information to DHS and Department of State (DoS) throughout a student's or EV's program in the United States.

SEVIS enables schools to submit school certification applications, update application information, submit updates to DHS that require adjudication, submit recertification applications, and create and update F and M student and dependent records.

This manual contains instructions for accessing SEVIS to obtain a temporary user identification (ID) and password. Your temporary user ID and password enable you to complete and submit an electronic certification application, Petition for Approval of School for Attendance by Non-Immigrant Students, in SEVIS. The certification application is used by academic and vocational schools when applying to DHS for approval to admit F-1 (academic) and M-1 (vocational) students. The instructions in this manual apply to all schools seeking approval by DHS to admit F and M non-immigrant students.

### **1.2 Privacy Act Considerations**

Access to SEVIS is restricted to authorized users. SEVIS contains confidential information concerning foreign students, EVs, and their dependents. Unauthorized access to and disclosure of this information could affect the privacy to which individuals are entitled under Section 552a of Title 5, U.S. Code. This information is protected by the Privacy Act, as well as by Federal and agency regulations. Exhibit 1, Criminal Penalties, provides information on the penalties for unauthorized access and/or disclosure of this information.

## **Exhibit 1: Criminal Penalties**

### **Criminal Penalties**

- (1) Any officer or employee of an agency, who by virtue of employment or official position, has possession of, or access to, agency records which contain individually identifiable information, the disclosure of which is prohibited by U.S. Code Section 552a or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.
- (2) Any officer or employee of any agency who willfully maintains a system of records without meeting the requirement to publish a notice in the Federal Register regarding the existence and character of the system of records, shall be guilty of a misdemeanor and fined not more than \$5,000.
- (3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.

## **1.3 Security Reminder**

SEVIS was developed to maintain multiple levels of security to help protect against unauthorized access. One of the most important actions that you can take is to safeguard your user ID and password. Your SEVIS user ID and password are intended for your use only. Do not share your user ID and password with any other person and do not keep a written record of your user ID and/or password in a location that can be accessed by others.

If you suspect that your password has been compromised, you can reset it using the **Change Password** or **Request Password Reset** link on the *SEVIS Login* screen located at <https://egov.immigration.gov/sevis/>. Alternatively, you can contact the SEVIS Help Desk at 800-892-4829 to have your password reset.

If you believe that an unauthorized person has gained access to SEVIS, please notify the DHS Help Desk immediately at 888-347-7762. The DHS Help Desk is staffed 24 hours a day and can assist with security concerns only. All other SEVIS concerns or questions should still be directed to the SEVIS Help Desk at 800-892-4829.

The DHS Help Desk will contact the Student and Exchange Visitor Program (SEVP) office immediately. SEVP will work with you to take appropriate steps to protect and prevent loss of SEVIS information. Such actions to be taken may include issuing a new SEVIS user ID and password.

System security is a serious matter. SEVP is committed to addressing any system security concerns or issues that may arise.

If you need assistance, please contact the SEVP office at 202-305-2346.

## 1.4 Disclaimer

All people, schools, email addresses, and events depicted in this document are fictitious, and no similarity with any real persons or entities, living or deceased, is intended or should be inferred.

## 1.5 Glossary

Appendix A, Acronyms and Abbreviations, includes a list of abbreviations and acronyms used in this document.

## 2. DESCRIPTION OF SYSTEM FUNCTIONS

The following sections provide step-by-step instructions for using SEVIS. Included are directions for obtaining a temporary user ID and password, as well as for completing the certification application (Form I-17).

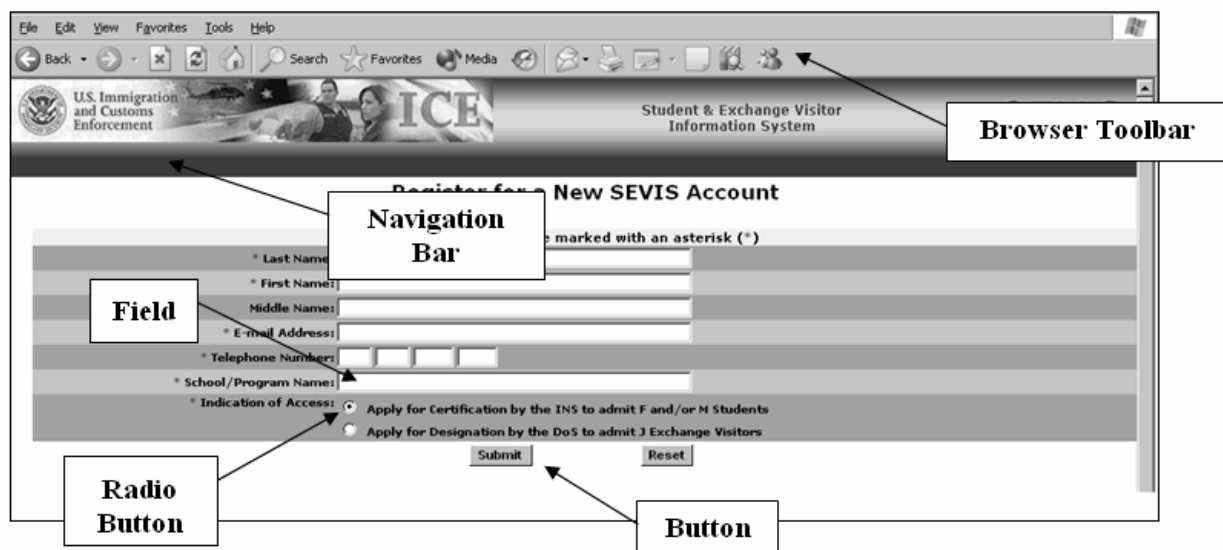
SEVIS requires the use of Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher, and Adobe Acrobat Version 5.0 or higher. You must have a user ID and password to access the system.

### 2.1 Overview of Screen Components

This section explains SEVIS screens and their components and how to navigate through the application.

Exhibit 2, SEVIS User Registration Screen, is an example of the screen that displays when you register for a temporary user ID. It includes fields that must be completed and two buttons. The screen components are labeled with the terms used in this manual.

**Exhibit 2: SEVIS User Registration Screen**



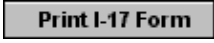



### 2.1.1 SEVIS Screen Components

The following is a list of components that may be available on SEVIS screens:

- **Browser Toolbar**—The toolbar displayed by the browser used to access SEVIS.
- **Navigation Bar**—The navigation bar lists the following main functions:
  - **Help**—Used to access Online Help for SEVIS
  - **Tutorial**—Used to view a demonstration of how to use SEVIS
  - **Logout**—Used to exit the system
- **Links**—Click underlined text to advance to a different screen within SEVIS.

### 2.1.2 Additional SEVIS Screen Components

Additional screen components that display on some SEVIS screens include the following:

- **Scroll Bar**—Part of a window that enables you to see additional information. SEVIS uses scrollbars on the bottom or the right side of some windows.
- **Fields**—These are areas on the windows where data may be typed or selected or in which system-generated data are displayed.
- **Buttons**—These buttons allow you to process data and move between screens. SEVIS uses the following types of buttons:
  - **Command Buttons**—Click to execute a command. For example, clicking the  button enables you to print a copy of the certification application (Form I-17).
  - **Radio Buttons** —Click to make a selection. Only one radio button can be selected at a time.
- **Other Input Methods**
  - **Check Boxes** —Click to make one or more selections. Click again to remove the check mark.
  - **Drop-Down Lists** —Click the down arrow to display a list and then make a selection.

## 2.2 Online Help Functions

Online Help is always available by clicking the **Help** link on the navigation bar at the top of SEVIS screens. This opens a new browser window containing Online Help. The left panel (part of the window) contains a list of Online Help topics, and the right panel contains the text associated with the Online Help topic selected.

To use the Online Help, perform the following steps:


1. In the left panel, click a folder to display a list of topics.
2. Click a topic name to view the Online Help text for that topic in the right panel.



**Note:** The Online Help requires the use of Java Script; it does not function properly if Java Script is disabled.


### **2.2.1 Online Help Index**

To use the index, perform the following steps:

1. Click the **Index** () button.
2. Enter a keyword or partial keyword in the text box provided,  
*or*  
Scroll through the list using the scroll bar on the right side of the left panel.
3. Select a keyword to view the help topic associated with it in the right panel. If you select a keyword associated with multiple topics, a small selection list displays; select the appropriate topic from the list and the information displays in the right panel.





### **2.2.2 Search Online Help**

To search on a word or phrase, perform the following steps:

1. Click the **Search** () button.
2. Type search criteria in the text box provided and press **Enter**. The results of the search display as a list of topics containing the word or phrase entered, if any.
3. Click a topic name to view the Online Help text for that topic in the right panel.

### **2.2.3 Hide/Show the Left Panel**

To hide and show the left panel, perform the following steps:

1. Click the **Hide** () button in the upper-right corner of the left panel to hide the left panel.
2. Click the **Contents** () , **Index** () , or **Search** () button to restore the left panel.

### **2.2.4 Jumps**

Click an underlined word or phrase to see a jump to a new topic. To return from a jump, click the **Back** button on the browser toolbar.

**Note:** Some underlined phrases are web links. They are identified by the text that precedes them. When finished viewing the page, click the **Close (X)** button in the upper-right corner of the browser window.

### **2.2.5 Close Online Help**

Close Online Help by clicking the **Close** () button in the upper-right corner of the *Help* screen.


### **2.2.6 Printing Online Help Topics**

Printing the Online Help is different for Internet Explorer and Netscape browser users.

It is important to note that you cannot print the entire Online Help, no matter which browser you are using. You can only print the topic you are currently viewing (that is, one topic at a time).

### **2.2.6.1 Internet Explorer Users**

To print an Online Help topic using the Internet Explorer browser, perform the following steps:


1. Click anywhere in the right panel.
2. Click the **Print** () icon in the browser toolbar. The topic you are currently viewing prints to the designated printer.

*or*

1. Click anywhere in the right panel.
2. Select **Print** from the **File** menu. A *Print* window displays (the **General** tab is on top).
3. Ensure that the appropriate printer is selected in the *Select Printer* list. If not, select the correct printer from the list.
4. Click the **Print** button to print to the designated printer.

### **2.2.6.2 Netscape Users**

To print an Online Help topic using the Netscape browser, perform the following steps:

1. Click anywhere in the right panel.
2. Click the **Print** () icon in the browser toolbar. The topic you are currently viewing prints to the designated printer.

*or*

1. Click anywhere in the right panel.
2. Select **Print** from the **File** menu. A *Print* window displays.
3. Ensure that the appropriate printer is selected in the *Printer Name* list. If not, select the correct printer from the list.
4. Click **OK** to print to the designated printer.

**Note:** Netscape has modified its printing procedures for Version 7.0. Appendix B, *Printing Instructions for Netscape Version 7.0*, provides the updated instructions.

### **2.2.7 Tutorials**

To view a SEVIS demonstration, click the **Tutorial** link on the navigation bar. Follow the instructions on the screens of the demonstration.

**Note:** The tutorial cannot be viewed using versions of Netscape lower than 4.79. If you are using an older version and wish to view the tutorial, go to the Netscape web site and download

Version 4.79 (or higher). Also, for best results, the online tutorial should be viewed using a 17-inch or larger monitor with a 1024x768 monitor setting.

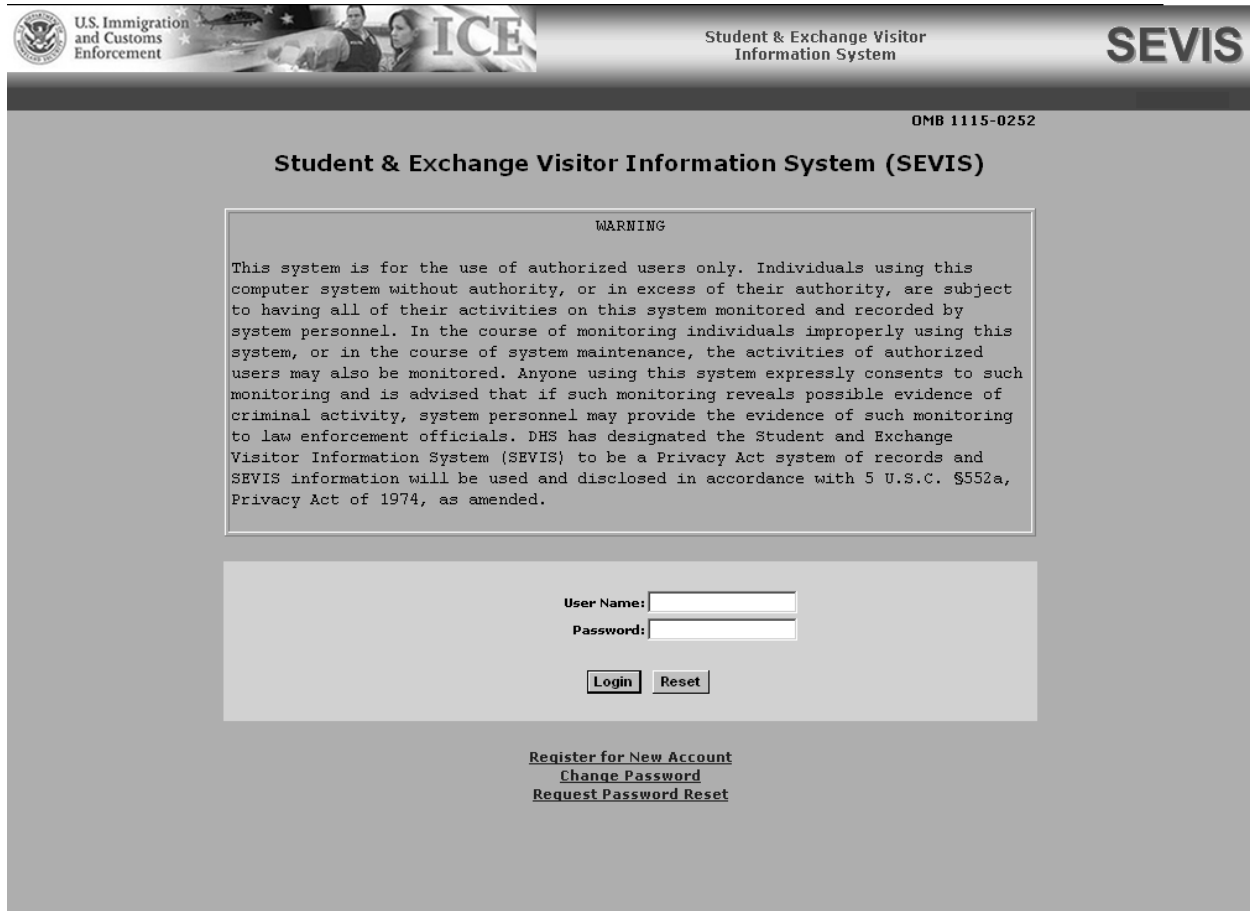
## 2.3 Logging Into SEVIS

Access SEVIS via the Internet (<https://egov.immigration.gov/sevis/>). The *SEVIS Login* screen displays, as depicted in Exhibit 3, SEVIS Login Screen.

**Note:** After creating your initial password, you will use this web site (<https://egov.immigration.gov/sevis/>) to access SEVIS and perform all of your SEVIS-related tasks.

The subsequent sections provide instructions for obtaining a temporary user ID and creating a SEVIS password. Instructions for completing the certification application are also included.

### Exhibit 3: SEVIS Login Screen



The screenshot shows the SEVIS Login Screen. At the top, there is a header bar with the U.S. Immigration and Customs Enforcement (ICE) logo on the left, the text "Student & Exchange Visitor Information System" in the center, and the "SEVIS" logo on the right. Below the header, the text "OMB 1115-0252" is displayed. The main title "Student & Exchange Visitor Information System (SEVIS)" is centered. A warning box contains the following text: "WARNING: This system is for the use of authorized users only. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials. DHS has designated the Student and Exchange Visitor Information System (SEVIS) to be a Privacy Act system of records and SEVIS information will be used and disclosed in accordance with 5 U.S.C. §552a, Privacy Act of 1974, as amended." Below the warning box, there is a login form with fields for "User Name:" and "Password:". Below these fields are "Login" and "Reset" buttons. At the bottom of the page, there are links for "Register for New Account", "Change Password", and "Request Password Reset".

### 2.3.1 How to Obtain a Temporary User ID

The *SEVIS Login* screen includes the **Register for New Account** link, which is used to obtain a temporary user ID and password. Using your temporary user ID and password, you can access SEVIS and complete the electronic certification application for your school.

Your temporary user ID and password enable you to create, save, access, and update a draft of the electronic certification application for 30 days, or until submission. After submitting the certification application, you may use your temporary user ID and password to access SEVIS to view and print a final copy of the Form until DHS adjudication. Your temporary user ID and password will **not** be valid following adjudication of the certification application. However, you will be notified of the adjudication results via email. If your school is approved to use SEVIS, all school officials who were identified and assigned a SEVIS role on the certification application will receive their permanent user IDs via email.

**Note:** The electronic certification application must be submitted within 30 days of the issuance of your user ID. If you do not submit the electronic Form within 30 days, all of the data that were entered will be lost.

To obtain a temporary user ID, perform the following steps:

1. Click the **Register for New Account** link on the *SEVIS Login* screen. The system displays the *Register for a New SEVIS Account* screen, as shown in Exhibit 4, Register for a New SEVIS Account Screen.

**Note:** This link is used only to obtain a temporary user ID, so you can complete and submit a new certification application.

#### Exhibit 4: Register for a New SEVIS Account Screen

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

**Register for a New SEVIS Account**

Required fields are marked with an asterisk (\*)

\* Last Name:

\* First Name:

Middle Name:

\* Email Address:

\* Telephone Number:

\* School/Program Name:

\* Indication of Access: ☒ Apply for Certification by the INS to admit F and/or M Students  
☐ Apply for Designation by the DoS to admit J Exchange Visitors

Submit Reset

2. At a minimum, complete all fields preceded by an \* (asterisk).

Field	Description/Explanation
* <b>Last Name</b>	Enter the last name of the person who will be initiating, completing, and submitting the certification application.
* <b>First Name</b>	Enter the first name of the person who will be initiating, completing, and submitting the certification application.
<b>Middle Name</b>	Enter the middle name of the person who will be initiating, completing, and submitting the certification application.
* <b>Email Address</b>	Enter the electronic mail address to which SEVIS correspondence will be sent.  <b>Note:</b> Email addresses are not valid if they can be accessed by more than one person (for example, info@ABCcollege.edu).
* <b>Telephone Number</b>	Enter the telephone number of the person who will be initiating, completing, and submitting the certification application.
* <b>School/Program Name</b>	Enter the official name of the school for which you are seeking approval for attendance by non-immigrant students.
* <b>Indication of Access</b>	Click the <b>Apply for Certification by the INS to Admit F and/or M Students</b> radio button.  <b>Note:</b> If your school wishes to apply for both certification by DHS and designation by DoS, you must apply for two separate temporary user IDs.

3. Click one of the following buttons:

<b>Submit</b>	The system displays a message indicating that your temporary user ID is being sent to you in an email message. You will receive a second email message that includes specific instructions on how to access SEVIS for the first time.
<b>Reset</b>	All entered data are cleared from the screen.

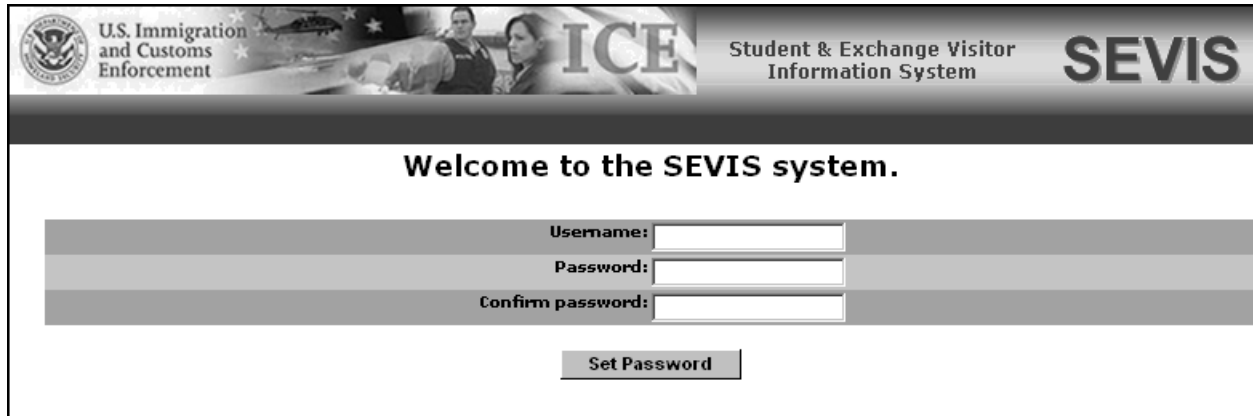
### **2.3.2 How to Create Your Initial Password**

After receiving a temporary user ID, you will receive an email message containing a secure link to SEVIS. This link is associated with your user ID. It can only be used to create a password for your user ID.

To use this link and create a password, perform the following steps:

1. Click the link contained in the email message. A browser window opens. The *Set Password* screen displays, as shown in Exhibit 5, Set Password Screen.

### **Exhibit 5: Set Password Screen**



The screenshot shows the SEVIS Set Password screen. At the top, there is a banner with the U.S. Immigration and Customs Enforcement (ICE) logo on the left, the text 'Student & Exchange Visitor Information System' in the center, and the 'SEVIS' logo on the right. Below the banner, the text 'Welcome to the SEVIS system.' is centered. Underneath, there are three input fields: 'Username:', 'Password:', and 'Confirm password:'. A 'Set Password' button is located at the bottom center of the form.

2. Enter your temporary user ID in the **Username** field. This user ID is contained in the email message you received from SEVIS.
3. Enter your password in the **Password** field. Specific password guidelines are provided in the email message you received from SEVIS. Section 2.3.3, Guidelines for Passwords, provides general password guidelines.
4. Reenter your password in the **Confirm Password** field.
5. Click the **Set Password** button. The system displays a message indicating that you have successfully created a password.
6. Click **OK** and the *SEVIS Login* screen displays.

**Note:** After creating your password, access the SEVIS web site (<https://egov.immigration.gov/sevis/>) and perform your SEVIS-related tasks.

### **2.3.3 Guidelines for Passwords**

The email you received from SEVIS when you registered for a temporary user ID provides the specific requirements for SEVIS passwords. General guidelines for SEVIS passwords are as follows:

- You cannot reuse your previous six passwords.
- You may voluntarily change your password as often as once a week. See Section 2.3.5, Change Password Voluntarily, for instructions.
- SEVIS passwords have a maximum life span of 90 days. After this time, you will be required to change your password. See Section 2.3.4, Change Password Every 90 Days, for instructions.

- If at any time you suspect that your password has been compromised and you are unable to change it using the **Change Password** or **Request Password Reset** link, contact the SEVIS Help Desk (1-800-892-4829) to have your password reset.
- If your SEVIS user ID and password are suspended, use the **Request Password Reset** link on the *SEVIS Login* screen or contact the SEVIS Help Desk (1-800-892-4829) to have your access reinstated.
- Do not share your user ID and password.

#### **2.3.4 Change Password Every 90 Days**

You must change your password every 90 days. After 75 days, when you log into SEVIS the system will display a screen asking if you would like to change your password at that time. If you click the **Cancel** button, you will be logged into the system. If you click **OK**, the *Change Password* screen will be displayed. After 90 days, when you log into SEVIS, the system automatically displays the *Change Password* screen and you must create a new SEVIS password. (See Section 2.3.3, Guidelines for Passwords, for guidance on passwords.)

To change your password, perform the following steps:

1. Enter your current password in the **Old Password** field.
2. Enter your new password in the **New Password** field.  
**Note:** You cannot reuse your previous six passwords.
3. Reenter your new password in the **Confirm New Password** field.
4. Click the **Change Password** button. The system displays a message indicating that the password has been successfully changed.
5. Click **OK** to display the *SEVIS Login* screen. Be sure to use your new password when logging into SEVIS.

#### **2.3.5 Change Password Voluntarily**

You may change your password as often as once a week, using the **Change Password** link on the *SEVIS Login* screen. To voluntarily change your password, perform the following steps:

1. Click the **Change Password** link on the *SEVIS Login* screen. The *Change Password* screen displays.
2. Enter your SEVIS user ID in the **User Name** field.
3. Enter your current password in the **Old Password** field.
4. Enter your new password in the **New Password** field.  
**Note:** You cannot reuse your previous six passwords.
5. Reenter your new password in the **Confirm New Password** field.

6. Click the **Change Password** button. The *SEVIS Login* screen displays. Be sure to use your new password when logging into SEVIS.

**Note:** If at any time you suspect that your password has been compromised and you are unable to change it using the **Change Password** link on the *SEVIS Login* screen, use the **Request Password Reset** link or contact the SEVIS Help Desk (1-800-892-4829) to have your password reset.

### 2.3.6 Request Password Reset

The Request Password Reset option is available for users to request a new SEVIS password. Use this function for any of the following reasons:

- You have forgotten your SEVIS password.
- Your SEVIS account is locked due to three unsuccessful log-in attempts or more than 90 days of inactivity.
- You suspect that your SEVIS password has been compromised and you are unable to use the Change Password function.

To request to have your password reset, perform the following steps:

1. Click the **Request Password Reset** link on the *SEVIS Login* screen. The *Request Password Reset* screen displays, as shown in Exhibit 6, Request Password Reset Screen.

**Exhibit 6: Request Password Reset Screen**

**Request Password Reset**

**This function is for PDSO/DSO, RO/ARO, and temporary users of SEVIS only.**  
**Use this function to create a new password if:**

- \* You have forgotten your password.
- \* Your SEVIS account is locked.
- \* You feel your password has been compromised and you are unable to use the Change Password function.

**Instructions:**

1. Enter your SEVIS user name.
2. Click the Submit Request button.

**An email will be sent to the email address associated with this SEVIS user name. It will provide instructions for creating a new password.**

User Name:

2. Enter your SEVIS user ID in the **User Name** field.



3. Click one of the following buttons:

<b>Submit Request</b>	A message displays, informing you that the request has been submitted to SEVIS. <b>Note:</b> An email is sent to the email address associated with the SEVIS user name. It provides instructions for creating a new SEVIS password.
<b>Cancel</b>	The system displays the <i>SEVIS Login</i> screen and there is no request submitted.

### **2.3.7 Logging Into SEVIS to Complete the Certification Application (Form I-17)**

A temporary user ID and password are valid for purposes of completing a certification application. If you do not submit the certification application within 30 days of issuance of your SEVIS user ID, your temporary ID will no longer allow you access to your draft certification application and all the data that have been entered on the certification application will be lost.

You may log in and out of SEVIS as often as you wish to complete the certification application within the 30-day period. Once you submit the certification application, it will no longer be available for addition or revision of data unless a specific request for information is made by DHS in the certification application adjudication process. However, it will be available for viewing and printing. To log into SEVIS, perform the following steps:

1. Navigate to <https://egov.immigration.gov/sevis/> and open the SEVIS application. The *SEVIS Login* screen displays.
2. Enter your user ID in the **User Name** field.
3. Enter your password in the **Password** field.
4. Press **Enter** or click the **Login** button. The system displays the *Contact Information* screen (Page 1 of 5). The *Contact Information* screen (Page 1 of 5) also displays if you have already entered data on this page of the certification application.

The *SEVIS Login* screen has a **Reset** button that clears any data that you entered on this screen. The screen also includes a link to create a new account that is only used to obtain a temporary user ID and password.

**Note:** After 20 minutes of inactivity, your session will time out and you will have to log in again in order to use SEVIS.

## **2.4 Logging Out of SEVIS**

To exit the SEVIS application at any time, click the **Logout** link on the navigation bar, as shown in Exhibit 7, Logout Link.

## **Exhibit 7: Logout Link**



**WARNING:** If you click the **Close** (✕) button on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message displays: “A user is already logged on with this user name.”


## **2.5 Completing the Certification Application (Form I-17)**

The following sections provide step-by-step instructions for completing the certification application.


### **2.5.1 Contact Information Screen (Page 1 of 5)**

When you log into SEVIS using a temporary user ID and password, the first page of the certification application displays, as shown in Exhibit 8, Contact Information Screen (Page 1 of 5). If you have already completed Page 1 of the certification application, the data you have entered display on the screen when you log into SEVIS.

**Exhibit 8: Contact Information Screen (Page 1 of 5)**



U.S. Immigration  
and Customs  
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ICE

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Information System

SEVIS

Help | Tutorial | Logout

10/22/2004

Contact Information [Page 1 of 5]

Required fields are marked with an asterisk (\*)

1. \* Approval for attendance of students under:

☐ Section 101(a)(15)(f) of the Act (academic and language students)

☐ Section 101(a)(15)(m) of the Act (vocational students)

2. \* Name of School System:

2a. \* Name of Main Campus:

3. Mailing Address of the School:

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip Code:

Fax Number:() () - ()

Telephone Number:() () - () ext. ()

4. Location of the School(if different from mailing address):

Address 1:

Address 2:

City:

State:

Zip Code:

5. \* School Type:

Name and Address of Owner (For PRIVATE Schools ONLY):

\* Private School

Owner Name:

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip Code:

Save Draft

Reset Values

Next

Print I-17 Form

Public Reporting Burden

A person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Immigration and Naturalization Service, HQPD1, 425 I Street, N.W., Room 4307r, Washington, DC 20536; OMB No.: 1115-0252. DO NOT MAIL YOUR APPLICATION TO THIS ADDRESS.

10/22/2004 (Friday)

1. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An \* (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* 1. <b>Approval for attendance of students under</b>	<b>Academic and language students</b> can attend schools approved under section 101(a)(15)(f) of the Immigration and Nationality Act. <b>Vocational and technical students</b> can attend schools approved under section 101(a)(15)(m). Click one or both of the check boxes to request approval for the types of programs in which the school wishes to enroll foreign F or M students. Schools can be certified under either or both. <b>Note:</b> The approval request should pertain to programs that are offered at both the main campus and any additional campuses listed on the same certification application.
* 2. <b>Name of School System</b>	Enter the school or school system's complete, official name, without abbreviations.
* 2a. <b>Name of Main Campus</b>	Enter the name of the school or campus that will be considered the primary campus on the certification application. If the main campus has its own name, different from that of the school or school system, enter that name here. If not, the main campus may have the same name as the school system.
3. <b>Mailing Address of the School</b>	Enter the address to which mail for the main campus should be sent. This address may contain a post office box number. <b>Note:</b> There is a separate field on a following page in which the mailing addresses of additional campuses should be entered.
* <b>Address 1</b>	Enter the first line of the address for the school.
<b>Address 2</b>	Enter the second line, if needed, of an address, typically a building name or post office box number.
* <b>City</b>	Enter the appropriate city.
* <b>State</b>	Select the appropriate state.
* <b>Zip Code</b>	Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional.
<b>Fax Number</b>	Enter a valid fax number for the school.
<b>Telephone Number</b>	Enter a valid telephone number for the school.

Field	Description/Explanation
<b>4. Location of the School (if different from mailing address)</b>	Enter the physical location of the main campus, if different from its mailing address. This address may not contain a post office box number. <b>Note:</b> If the location and the mailing address are the same, do not complete this section.
<b>Address 1</b>	Enter the first line of the address for the school.
<b>Address 2</b>	Enter the second line, if needed, of an address.
<b>City</b>	Enter the appropriate city.
<b>State</b>	Select the appropriate state.
<b>Zip Code</b>	Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional.
<b>* 5. School Type</b>	Select the appropriate option: <b>Public Institution</b> or <b>Private Institution</b> .
<b>* If Private is selected, you must complete the name and address of owner fields:</b>	
<b>*Private School Owner Name</b>	If the owner is a person, enter his/her last name followed by the first name. If the owner is an institution (for example, a company or a non-profit organization such as a church), the name of the institution should display in this field.
<b>*Address 1</b>	Enter the first line of an address, typically a number and street name for the school owner.
<b>Address 2</b>	If needed, enter the second line of an address, typically a building name or post office box number. Post office box numbers should be used <i>only</i> in mailing addresses.
<b>*City</b>	Enter the unabbreviated name of a city.
<b>*State</b>	Select the appropriate state.
<b>*Zip Code</b>	Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional.


2. Click one of the following buttons:

<b>Save Draft</b>	After completing the required fields, you may click this button to save the data that you have entered and then log out of SEVIS. <b>Note:</b> You <i>do not</i> need to click this button before advancing to the next page of the electronic certification application. SEVIS automatically saves data when you click the <b>Next</b> button. However, saving prior to moving on to the next page ensures that all required fields have been completed and allows you to review the information before moving on.
<b>Reset Values</b>	Click this button to return all unsaved data on the page to their previous values.
<b>Next</b>	Click this button to automatically save the data that you have entered and advance to Page 2 of the certification application.
<b>Print I-17 Form</b>	Click this button to print a draft copy of the certification application. Printing a draft enables you to review a paper copy of all of the data saved thus far.


### **2.5.2 Program/Course Information Screen (Page 2 of 5)**

Exhibit 9, Program/Course Information Screen (Page 2 of 5), shows a blank copy of Page 2 of the certification application.

Exhibit 9: Program/Course Information Screen (Page 2 of 5)



U.S. Immigration  
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Student & Exchange Visitor  
Information System

SEVIS

Help | Tutorial | Logout

10/22/2004

Program/Course Information [Page 2 of 5]

Required fields are marked with an asterisk(\*)

6. \* This school is engaged in (check all that apply):

☐ PRIVATE ELEMENTARY SCHOOL  
☐ PRIVATE MIDDLE SCHOOL  
☐ PRIVATE HIGH SCHOOL(grades 9-12)  
☐ PUBLIC HIGH SCHOOL (grades 9-12)  
☐ VOCATIONAL OR TECHNICAL EDUCATION (other than high school)  
☐ FLIGHT TRAINING  
☐ LANGUAGE TRAINING  
☐ HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)  
☐ OTHER (specify)

7. \* This school's sessions are based on:

☐ Semesters  
☐ Trimesters  
☐ Quarters  
☐ Other (specify)

8. \* Date registration begins for EACH session during a calendar year (fill out only those necessary):

Session 1	<input type="text"/>	<input type="text"/>	Session 11	<input type="text"/>	<input type="text"/>
Session 2	<input type="text"/>	<input type="text"/>	Session 12	<input type="text"/>	<input type="text"/>
Session 3	<input type="text"/>	<input type="text"/>	Session 13	<input type="text"/>	<input type="text"/>
Session 4	<input type="text"/>	<input type="text"/>	Session 14	<input type="text"/>	<input type="text"/>
Session 5	<input type="text"/>	<input type="text"/>	Session 15	<input type="text"/>	<input type="text"/>
Session 6	<input type="text"/>	<input type="text"/>	Session 16	<input type="text"/>	<input type="text"/>
Session 7	<input type="text"/>	<input type="text"/>	Session 17	<input type="text"/>	<input type="text"/>
Session 8	<input type="text"/>	<input type="text"/>	Session 18	<input type="text"/>	<input type="text"/>
Session 9	<input type="text"/>	<input type="text"/>	Session 19	<input type="text"/>	<input type="text"/>
Session 10	<input type="text"/>	<input type="text"/>	Session 20	<input type="text"/>	<input type="text"/>

9. \* Date school was established (MM/DD/YYYY):

10. \* The school operates under the following federal, state, local, or other authorization (if none, enter "None"):

11. \* The school has been approved by the following national, regional, or state accrediting association or agency (if none, enter "None"):

12. \* Areas of Study (check all that apply):

☐ LIBERAL ARTS  
☐ FINE ARTS  
☐ LANGUAGE  
☐ RELIGIOUS  
☐ PROFESSIONAL STUDIES  
☐ VOCATIONAL OR TECHNICAL TRAINING  
☐ FLIGHT TRAINING  
☐ SCIENCE  
☐ EDUCATION  
☐ BUSINESS  
☐ ENGINEERING  
☐ OTHER (specify)

Save Draft

Prev

Reset Values

Next

Print I-17 Form

10/22/2004 (Friday)

1. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An \* (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* 6. <b>This school is engaged in</b>	Click all options that apply to foreign students. If <b>Other</b> is selected, you must enter an explanation in the text box. If you select an option by mistake, click the check box again to delete the check mark.
* 7. <b>This school's sessions are based on</b>	Click all options that apply to foreign students. If <b>Other</b> is selected, you must enter an explanation in the text box. The explanation field should also be used to notify DHS when the school has more than 20 session-begin dates to enter in the <b>Date Registration Begins for Each Session</b> section (8).
* 8. <b>Date registration begins for each session during the calendar year</b>	For each session currently offered by a school to foreign students during the calendar year, select the month and day on which it begins. For example, a semester system school would show at least two month-day pairs. If you need to enter more than 20, make a note to that effect in the <b>Other (Explain)</b> field of the <b>This School's Sessions Are Based on</b> section (7), and a DHS official will contact you for more information, if necessary.
* 9. <b>Date school was established</b>	Enter the date, in MM/DD/YYYY format, on which the school began operations (that is, enrolled the first class of students). <b>Note:</b> You must include the slashes when entering the date.
* 10. <b>The school operates under the following federal, state, local, or other authorization</b>	Provide a summary description of the authority, if any, under which the school operates. If none, enter "None" in the text box.
* 11. <b>The school has been approved by the following national, regional, or state accrediting association or agency</b>	Enter the name of the organization, if any, that has accredited the school. If none, enter "None" in the text box.



Field	Description/Explanation
* 12. Areas of study	A school must offer one or more areas of study. Select only the areas of study available to foreign students. To make a selection, click in the box next to the appropriate area of study. To remove the check mark, click in the box again. If <b>Other</b> is selected, provide an explanation in the text box.


2. Click one of the following buttons:

<b>Save Draft</b>	Click this button to save the data that you have entered on this page.
<b>Prev (Previous)</b>	Click this button to return to the previous page of the certification application. <b>WARNING:</b> Be sure to save the data entered on this page before selecting the <b>Prev</b> button. If you do not save first, the data entered on this page will be lost.
<b>Reset Values</b>	Click this button to return all unsaved entries on the page to their previous values.
<b>Next</b>	Click this button to automatically save the data that you have entered and advance to Page 3 of the certification application.
<b>Print I-17 Form</b>	Click this button to print a draft copy of the certification application. Printing a draft allows you to review a paper copy of all data saved thus far.


### 2.5.3 Contact Information Screen (Page 3 of 5)

Exhibit 10, Contact Information Screen (Page 3 of 5), shows a blank copy of Page 3 of the certification application.

**Exhibit 10: Contact Information Screen (Page 3 of 5)**



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SEVIS

Help | Tutorial | Logout

10/22/2004

Contact Information [Page 3 of 5]

Required fields are marked with an asterisk (\*)

13. \* List the degrees available from this school:

☐ AA DEGREE  
☐ AS DEGREE  
☐ BA DEGREE  
☐ DOCTOR OF EDUCATION  
☐ BACHELOR OF SCIENCE  
☐ BACHELOR OF FINE ARTS  
☐ BACHELOR OF BUSINESS ADMINISTRATION  
☐ BACHELOR OF SCIENCE IN EDUCATION  
☐ MASTER OF ARTS  
☐ MASTER OF SCIENCE  
☐ MASTER OF BUSINESS ADMINISTRATION  
☐ DOCTOR OF PHILOSOPHY  
☐ MEDICAL DOCTOR  
☐ JURIS DOCTOR  
☐ OTHER

Specify (If none, enter "None"):

14. \*Select as appropriate:

If the school is engaged in elementary or secondary education, it  qualify its graduates for acceptance by accredited schools of higher educational level.

If the school is engaged in higher education, it  confer recognized bachelor's, master's, doctor's, professional, or divinity degrees. Its credits  recognized by and transferable to institutions of study which confer degrees.

If the school is engaged in vocational or technical education, it  qualify its graduates for employment in the occupations for which preparation is offered.

The school  engaged in English Language Training.

15. \*Sessions are held as follows:

☐ Day  
☐ Night

16. \*Requirements for admission:

17. \*Courses of study and time necessary to complete each:

18. \*Requirements for graduation:

19. \*Causes for expulsion:

20. \*Average annual number of (enter numbers without comma separators):

Classes:  Teachers or instructors:   
Students:  Non-teaching employees:

21. \*Approximate annual cost of room, board, tuition, etc., per student (enter cost without comma separators and round up to the nearest dollar):

\$

22. \*Have you ever applied for approval of school for attendance by nonimmigrant students before?

☐ Yes ☐ No

If approved, please enter the school code issued by the INS:

Save Draft

Prev

Reset Values

Next

Print I-17 Form

10/22/2004 (Friday)

1. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An \* (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* 13. List the degrees available from this school	Select only the degrees that are available to foreign students. Select all options that apply. If <b>Other</b> is selected, provide an explanation in the text box (for example, private elementary schools). High schools or secondary schools that offer a degree should select <b>Other</b> and enter “high school diploma,” or a similar appropriate description. If your school does not issue degrees, enter “None” in the text box.
* 14. Select as appropriate	<b>Note:</b> Although more than one section may be completed, most schools should complete only one of the sections listed for Section 14.
If the school is engaged in elementary or secondary education	An elementary/secondary school “ <b>does</b> ” or “ <b>does not</b> ” qualify its graduates for acceptance by accredited schools of higher education. The field will be blank for schools engaged in higher education, vocational/technical schools, and English language schools.
If the school is engaged in higher education	A college/university “ <b>does</b> ” or “ <b>does not</b> ” confer recognized degrees. Its credits “ <b>are</b> ” or “ <b>are not</b> ” transferable to degree-conferring institutions. Both fields in this section must be completed if the school is engaged in higher education. These fields will be blank for elementary/secondary, technical/vocational, and English language schools. <b>Note:</b> This field applies to community colleges that offer higher education, academic programs, and confer academic degrees including AA degrees.
If the school is engaged in vocational or technical education	A technical/vocational school “ <b>does</b> ” or “ <b>does not</b> ” qualify its graduates for employment in the occupations for which preparation is offered. This field will be blank for elementary/secondary schools, colleges/universities, and English language schools.
The school (is, is not) engaged in English language training	If your school offers formal training in the English language, such as English language schools, select “ <b>is</b> .” Otherwise, select “ <b>is not</b> ” even though the school may provide remedial English instruction for students whose English skills are weak.

<b>Field</b>	<b>Description/Explanation</b>
* 15. Sessions are held as follows	Every school conducts its classes during the day and/or at night. Select one or both of the check boxes.
* 16. Requirements for admission	<p>Summarize your school's requirements for admission. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school's requirements is not sufficient for completion of this field. If necessary, DHS will contact you to obtain the additional information.</p> <p><b>Note:</b> The text may be truncated on the printed certification application if it is longer than the available space. However, DHS and school users can view the entire text in SEVIS.</p>
* 17. Courses of study and time necessary to complete each	<p>Provide a general listing of a school's courses of study available to foreign students and the time, in weeks, months, or years, needed to complete each.</p> <p><b>Note:</b> The text may be truncated on the printed certification application if it is longer than the available space. However, DHS and school users can view the entire text in SEVIS.</p>
* 18. Requirements for graduation	<p>Summarize your school's requirements for graduation. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school's requirements is not sufficient for completion of this field. If necessary, DHS will contact you to obtain the additional information.</p> <p><b>Note:</b> The text may be truncated on the printed certification application if it is longer than the available space. However, DHS and school users can view the entire text in SEVIS.</p>
* 19. Causes for expulsion	<p>Enter the general reasons that would be considered causes for a student to be expelled from the school.</p> <p><b>Note:</b> The text may be truncated on the printed certification application if it is longer than the available space. However, DHS and school users can view the entire text in SEVIS.</p>

Field	Description/Explanation
* 20. Average annual number of	Enter the average annual number of classes, teachers/instructors, students, and non-teaching employees for a given school. These figures may be estimates if the school does not maintain a running average for each category. <b>Note:</b> This field should include an estimate of actual classes taught rather than course types or programs offered.
* 21. Approximate annual cost of room, board, tuition, etc. per student	Enter the approximate amount of money an individual student spends at the school, per year, for room, board, tuition, and related fees. <b>Note:</b> You must round up to the nearest dollar. <i>Do not</i> use the decimal point.
* 22. Have you ever applied for approval of school attendance by nonimmigrant students before?	Select <b>Yes</b> or <b>No</b> . If <b>Yes</b> is selected, and the school was approved, enter the complete school code that was issued by DHS in the text box.

2. Click one of the following buttons:

<b>Save Draft</b>	Click this button to save the data that you have entered on this screen.
<b>Prev (Previous)</b>	Click this button to return to the previous page of the certification application. <b>WARNING:</b> Be sure to save the data entered on this screen before selecting the <b>Prev</b> button. If you do not save first, the data entered on this screen will be lost.
<b>Reset Values</b>	Click this button to return all unsaved data on the screen to their previous values.
<b>Next</b>	Click this button to automatically save the data you have entered and advance to Page 4 of the certification application.
<b>Print I-17 Form</b>	Click this button to print a draft copy of the certification application. Printing a draft allows you to review a paper copy of all the data saved thus far.

#### 2.5.4 School Official Information Screen (Page 4 of 5)

Page 4 enables you to list the individuals you wish to be designated as officials for all campuses listed on the certification application. From Page 4, you may add, update, or delete prospective school officials prior to submitting the certification application. All officials who function at the main campus and/or any of the additional campuses listed on the certification application should be included on this page. While you may add and update officials once approved for SEVIS, you

must add at least one prospective official and designate that person as the Principal Designated School Official (PDSO) for each school or campus associated with the certification application, including the main campus and any additional campuses. You may also add a maximum of nine prospective Designated School Officials (DSOs) for each campus.

**Note:** Enter all prospective school officials on Page 4, and then assign SEVIS roles of PDSO or DSO per campus on Page 5.

**Note:** SEVIS automatically saves your data when you are on Page 4 and log off of the system. Prior to submitting the certification application, you may log in and log out of SEVIS as many times as you wish, and may add, update, or delete officials at that time. Remember, your temporary user ID is only valid for 30 days; you must submit the certification application within 30 days of the issuance of your user ID.

Exhibit 11, School Official Information Screen (Page 4 of 5), shows a sample of Page 4 of the certification application.

### **Exhibit 11: School Official Information Screen (Page 4 of 5)**

School Official Information [Page 4 of 5]

Official Name	Title	Telephone	Email Address	Command
<a href="#">Add New Official</a>	<a href="#">Add Existing Official</a>			

[Prev](#) [Next](#) [Print I-17 Form](#)

**Add New Official**  
**Link**

#### **2.5.4.1 Add School Official**

All school personnel who will access SEVIS and perform tasks must have a record in SEVIS. To add school officials and assign them SEVIS roles, you must first use the **Add New Official** link on Page 4 of the electronic certification application. Assign the school officials their roles at a particular campus (PDSO or DSO) using Page 5 of the certification application.

**Note:** See Section 2.5.4.2, Add Existing Official, for instructions on how to add a current SEVIS user to your certification application.

To add officials that do not have a SEVIS user ID, perform the following steps:

1. Click the **Add New Official** link below the **Official Name** column. The system displays the *Add Official* screen, as shown in Exhibit 12, Add Official Screen.

**Exhibit 12: Add Official Screen**

**Add Official**

Required fields are marked with an asterisk (\*)

\* Last Name:

\* First Name:

Middle Name:

Suffix:

\* The Official is: ☐ U.S. Citizen ☐ LPR

If LPR, please enter A-number:

\* Title:

**Contact Information:**

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip Code:

\* Telephone Number:  -  -  ext.

\* Email Address:

2. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An \* (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* Last Name	Enter the surname or family name of the school official.
* First Name	Enter the first name of the school official.
Middle Name	Enter the middle name of the school official.

Field	Description/Explanation
<b>Suffix</b>	Select a title that may appear at the end of a person's name. The following options are available: <ul style="list-style-type: none"> <li>• First</li> <li>• Second</li> <li>• Third</li> <li>• Fourth</li> <li>• Junior</li> <li>• Senior</li> </ul>
* <b>The Official is</b>	Select the appropriate option: <b>U.S. Citizen</b> or <b>Lawful Permanent Resident (LPR)</b> . <b>Note:</b> PDSOs and DSOs must be either U.S. citizens or LPRs of the United States.
<b>If LPR, please enter A-number</b>	Enter the alien number if the school official is an LPR of the United States. Enter <i>only</i> the numeric portion of the A-Number.
* <b>Title</b>	Enter the title of the school official.
<b>Contact Information</b>	Complete the following fields:
* <b>Address 1</b>	Enter the first line of the address for this school official.
<b>Address 2</b>	Enter the second line, if needed, of an address, typically a building name or post office box number.
* <b>City</b>	Enter the appropriate city.
* <b>State</b>	Select the appropriate state.
* <b>Zip Code</b>	Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional.
* <b>Telephone Number</b>	Enter a valid telephone number for this school official.
* <b>Email Address</b>	Enter a valid electronic mail address for the school official. The school official's SEVIS user ID and password instructions will be mailed to this address. For a PDSO, notification of the petition adjudication result will also be sent to this email address.  <b>Note:</b> Email addresses are <i>not</i> valid if they can be accessed by more than one person (for example, info@ABCcollege.edu).



3. Click one of the following buttons:

<b>Add Official</b>	Click this button to save the data that you have entered for this school official. The system displays Page 4 of the certification application and the information for the official who was added is included in the list of officials. To add additional school officials, click the <b><u>Add New Official</u></b> link again and repeat the process described above.
<b>Cancel</b>	Click this button to return to Page 4 of the certification application.

4. When finished adding school officials, click one of the following buttons on Page 4:

<b>Prev (Previous)</b>	Click this button to return to the previous page of the certification application.
<b>Next</b>	Click this button to advance to Page 5 of the certification application.
<b>Print I-17 Form</b>	Click this button to print a draft copy of the certification application. Printing a draft enables you to review a paper copy of all of the data saved thus far.

#### **2.5.4.2 Add Existing Official**

An existing official is an active SEVIS user, someone who has a permanent SEVIS user ID. SEVIS enables you to add existing officials who may perform tasks for multiple schools or Exchange Visitor Programs. Adding an existing official is the process of authorizing a current SEVIS user to perform as a PDSO or DSO for a school or campus associated with another certification application.

**Note:** A school official who functions at more than one campus listed on the same certification application is added only once. To allow an official already listed on a certification application to function at an additional campus listed on the same certification application, you should add to the official's roles on Page 5 of the electronic certification application, rather than adding this individual as an existing official on Page 4.

To add an existing official, perform the following steps:

1. Click the **Add Existing Official** link below the **Title** column on Page 4 of the certification application. The system displays the *Add Existing Official* screen.
2. In the **Account Username** field, enter the SEVIS user ID—the ID with which the official accesses SEVIS.
3. Click the **Search Official** button. The system displays the *Add Existing Official <Official's Name>* screen, which contains the name, title, telephone number, email address, and role for this official.

- Click the **Add Official** button. If the entry was correct, the system displays Page 4 of the certification application. The official's name, title, telephone number, and email address display on the list.

**Note:** All school officials must be assigned to perform a role for at least one campus. Additionally, a single official can be assigned a role, or different roles, at multiple campuses on the certification application. You will assign SEVIS roles of PDSO or DSO for each campus on Page 5.

- When finished adding existing officials, click one of the following buttons on Page 4:

<b>Prev (Previous)</b>	Click this button to return to the previous page of the certification application.
<b>Next</b>	Click this button to advance to Page 5 of the certification application.
<b>Print I-17 Form</b>	Click this button to print a draft copy of the certification application. Printing a draft enables you to review a paper copy of all of the data saved thus far.

#### **2.5.4.3    *Update a School Official's Record***

You may change or update the data for a school official (for example, enter a correct email address) before submitting the certification application. To change or update a school official's SEVIS record prior to submission of the certification application, perform the following steps:

- Click the **Update** link to the right of the school official's name on Page 4 of the certification application. The *Update Official* screen displays, including the official's current data.
- Make the necessary changes to the record.
- Click the **Update** button to confirm the submission of the changes. The system updates the official's record, and Page 4 of the certification application displays.

#### **2.5.4.4    *Delete a School Official***

You may delete the record for a school official before submitting the certification application.

**Note:** Do not use this procedure if you want this official to perform a SEVIS role at one campus but wish to remove the official from performing a certain role at another campus. Assigning a new role, or removing a role from an official for a particular school or campus, is accomplished using the **Assigning New Officials** link on Page 5 of the certification application. Deleting the official removes the individual's record from the certification application altogether for that particular school.

To delete a school official's SEVIS record, perform the following steps:

- Click the **Delete** link to the right of the school official's name on Page 4 of the certification application. The system displays the *Official Delete of <Official's Name>* screen, which includes the data for the official whose record you wish to delete.

2. Click the **Delete Official** button to confirm the deletion of this official. The system displays Page 4; you can see that the official's record has been removed from the list of officials.
3. When finished deleting school officials, click one of the following buttons on Page 4:

<b>Prev (Previous)</b>	Click this button to return to the previous page of the certification application.
<b>Next</b>	Click this button to advance to Page 5 of the certification application.
<b>Print I-17 Form</b>	Click this button to print a draft copy of the certification application. Printing a draft enables you to review a paper copy of all data saved thus far.

### 2.5.5 Campus Information (Page 5 of 5)

Completing the certification application includes adding any additional campuses to the certification application and assigning officials to the particular schools and campuses. Adding campuses enables you to list campuses associated with the main campus or the larger institution, rather than having to file a separate certification application for each campus.

**Note:** SEVIS automatically saves your data when you are on Page 5 and log off of the system. Prior to submitting the certification application, you may log in and log out of SEVIS as many times as you wish. Remember, your temporary user ID is only valid for completion of the certification application. You must submit the certification application within 30 days of the issuance of your user ID.

Exhibit 13, Campus Information (Page 5 of 5), shows a sample copy of Page 5 of the certification application.

#### Exhibit 13: Campus Information (Page 5 of 5)

#### 2.5.5.1 Add a Campus

SEVIS enables you to add school campuses that are located in the same DHS jurisdiction as the main campus to the certification application. If your school has campuses located in other DHS jurisdictions (for example, different states), separate certification applications must be completed

for the schools and campuses within each district. Multi-campus schools with campuses located in a single DHS district may either file a single certification application for all campuses or file separate applications. For campuses within a single district, the school should determine, based on its own organizational structure, whether to file a single certification application or separate applications for each campus.

To add a campus to this certification application prior to submission, perform the following steps:

1. Click the **Add New Campus** link below the **Campus Name** column on Page 5. The system displays the *Add Campus* screen, as shown in Exhibit 14, Add Campus Screen.

### Exhibit 14: Add Campus Screen

**Add Campus**

Required fields are marked with an asterisk (\*)

\* Campus Name:

**Mailing Address:**

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip Code:

Fax Number: (  )  -

Telephone Number: (  )  -  ext.

**Location (if different from the mailing address):**

Address 1:

Address 2:

City:

State:

Zip Code:

2. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An \* (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* Campus Name	Enter the name of this campus, as it will appear on the Form I-20. It should be only the name of the campus. For example, for the University of Maryland Hagerstown Campus, enter "Hagerstown Campus."

Field	Description/Explanation
<b>Mailing Address</b>	Complete the following fields.
* <b>Address 1</b>	Enter the first line of an address, typically a number and street name. This is the address to which mail for the school should be sent.
<b>Address 2</b>	Enter the second line, if needed, of an address, typically a building name or post office box number.
* <b>City</b>	Enter the appropriate city.
* <b>State</b>	Select the appropriate state.
* <b>Zip Code</b>	Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional.
<b>Fax Number</b>	Enter the telephone number, including area code, for a fax machine.
<b>Telephone Number</b>	Enter a valid telephone number, including the three-digit area code, and an extension if applicable.
<b>Location (if different from the mailing address)</b>	Complete the following fields if the location of the campus is different than the mailing address.
<b>Address 1</b>	Enter the first line of an address, typically a number and street name. This is the physical address of the campus and may not be a post office box.
<b>Address 2</b>	Enter the second line, if needed, of an address, typically a building name.
<b>City</b>	Enter the appropriate city.
<b>State</b>	Select the appropriate state.
<b>Zip Code</b>	Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional.

3. When finished, click the **Add Campus** button. The system displays Page 5 of the certification application and the new campus is included on the list of campuses.

#### **2.5.5.2 Update a Campus**

Prior to submission of the certification application, you may access SEVIS and update campus information. To update the information for a campus, perform the following steps:

1. Click the **Update** link to the right of a campus name. The system displays the *Campus Update* screen.
2. Make the necessary additions and/or changes to the data.

3. Click the **Update Campus** button. The system displays Page 5 of the certification application with the updated campus information.

#### **2.5.5.3 Delete a Campus**

Prior to submission of the certification application, you may access SEVIS and delete a campus. To delete a campus, perform the following steps:

1. Click the **Delete** link to the right of a campus name. The system displays the *Campus Deletion* screen.
2. If this is the campus that you wish to delete, click the **Delete Campus** button. The system displays Page 5 of the certification application. The campus that you deleted no longer displays in the listing.

#### **2.5.5.4 Assign SEVIS Roles**

Page 5 provides a link that enables you to assign each school official a role for using SEVIS at each individual campus listed on the certification application. Those roles are PDSO and DSO. You must assign one PDSO to each campus. You are allowed to assign up to nine DSOs per campus. If a school official will not be performing a role at a particular campus, select No Role. However, every official must perform at least one role at one campus.

In SEVIS, the PDSO is usually the contact person for the original submission of the certification application. The PDSO is also the responsible party for any updates to the DSO information. In all other respects, the PDSO has the same responsibilities as the other DSOs. The PDSO and DSOs are responsible for creating, submitting, and updating SEVIS student records, issuing Forms I-20, and updating the certification application.

**Note:** PDSOs and DSOs must be either U.S. citizens or LPRs of the United States.

The list below identifies the various tasks that school officials may perform using SEVIS. An “X” in a column indicates that the school official whose title appears at the top of the column may perform the task listed.

<b>SEVIS Task</b>	<b>PDSO</b>	<b>DSO</b>
Add and delete campuses	<b>X</b>	
Add, delete, update, save, and submit changes to the information for school officials, including assigning roles (Form I-17)	<b>X</b>	
Initiate, save, update, and submit recertification applications (Form I-17)	<b>X</b>	
Update, save, and submit changes to the information for schools (Form I-17)	<b>X</b>	<b>X</b>
Print the certification application (Form I-17)	<b>X</b>	<b>X</b>
Create and save records for students and dependents (Form I-20)	<b>X</b>	<b>X</b>

SEVIS Task	PDSO	DSO
Update records for students and dependents (Form I-20)	X	X
Submit records for students and dependents (Form I-20)	X	X
Print student and dependent draft Forms I-20	X	X
Print completed student and dependent Forms I-20 for signature	X	X
View all student and dependent records for their schools	X	X
Receive SEVIS alerts	X	X
View and print reports	X	X
Register campuses to use the SEVIS batch interface	X	

To assign SEVIS roles to the prospective officials for your school, perform the following for each campus listed on the certification application:

1. From Page 5, Click the **Officials** link to the right of the campus name, address, and location. The system displays the *Assigning Campus Officials* screen, as shown in Exhibit 15, Assigning Campus Officials Screen.

### Exhibit 15: Assigning Campus Officials Screen

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Help | Tutorial | Logout

**Assigning Campus Officials**

Campus Name: Braddock College  
Mailing Address: 5468 Akridge Drive  
Bowie, DC 20001

Official Name	Title	PDSO	DSO	No Role
Charles Banning	Dean of Admissions	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

2. Click the appropriate option (PDSO or DSO) to the right of each official whose name is listed. If the user will not have a role for the campus, select No Role.

**Note:** For multi-campus schools, be sure to assign appropriate SEVIS roles for each campus. Remember, each campus must have at least a PDSO assigned. An individual may be assigned multiple roles across multiple campuses. Each official listed must be assigned a role for at least one campus.

3. When finished assigning roles for this campus, click the **Accept Changes** button. The system displays Page 5 of the certification application.

**Note:** Changes can be made to this screen prior to submission of the certification application. After submitting the certification application, the school officials and their roles can be changed following the school's approval to participate in SEVIS.

4. To assign roles for other campuses, perform Steps 1 through 3 for each campus.
5. When finished adding campuses and assigning roles, click one of the following buttons from Page 5 of the certification application:

<b>Prev (Previous)</b>	Click this button to return to the previous page of the certification application.
<b>Submit</b>	<p>Click this button to submit the certification application to DHS for adjudication. Once submitted, you cannot make changes to the certification application unless DHS makes a specific request for further evidence in the adjudication process. DHS will contact you with further instructions regarding the certification process. Do <b>not</b> mail anything to DHS at this time.</p> <p><b>Note:</b> Until the certification application is adjudicated, you may log into the system using your temporary user ID and password and view or print the certification application.</p>
<b>Print I-17 Form</b>	<p>Click this button to print a draft copy of the certification application. Printing a draft enables you to review a paper copy of all data saved thus far.</p> <p><b>Note:</b> Following submission, you can print a final certification application (“Draft” is removed from the top of the Form and it shows the Form number).</p>


### 2.5.6 Print the Certification Application

You may print a draft copy of the certification application from any screen that has a **Print I-17 Form** button. A draft copy of the SEVIS certification application can be identified by the word “DRAFT” at the top of each page of the application and it will **not** include the Form number until the application is approved. Following submission of the certification application, you may use these same procedures to print a final copy of the certification application.

To print the certification application, perform the following steps:

1. Click the **Print I-17 Form** button on any page. A new browser window opens and the certification application displays using Adobe Acrobat, from which a copy of the certification application may be sent to a designated printer.

**Note:** During the launch of Adobe Acrobat, a *File Download* window may display. To eliminate this window from displaying in the future, click the **always ask before opening this type of file** check box to remove the check mark. Click the **Open** button to view the certification application.

2. When the certification application displays in the *Adobe Acrobat* window, use the scroll bar on the right side of the window to view additional pages of the application.
3. Click the **Print** () icon on the Adobe Acrobat toolbar. The *Print* window displays.



4. Ensure that the name of the printer used to print the Form is listed in the **Name** field in the *Print* window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
5. Click **OK** and the certification application prints to the designated printer.
6. Click the **Close** (X) button on the *Adobe Acrobat* window to close the window.

### **2.5.7 Submission of the Certification Application (Form I-17) and Notification of Adjudication**

To submit the certification application, click the **Submit** button on Page 5 of the certification application. The system displays a message indicating that the certification application has been submitted to DHS. This screen also contains a link to the Pay.gov web site (see Section 2.5.8, Electronic Submission of Payment). DHS will contact you with further instructions regarding the certification process. **DO NOT** mail anything to DHS at this time.

Once DHS adjudicates your application, the following outcomes are possible:

- **Approved**—The PDSO and the individual that submitted the certification application (if different) receives approval notification via email. This notification includes information on the visa classification(s) for which the school was approved (F, M, or both) and the SEVIS school code. In addition, all registered school officials receive their permanent IDs and instructions on creating a password via email. Included in the ID issuance emails is information on the specific school official reporting requirements and update responsibilities associated with SEVIS.
- **Additional Information Is Required for Processing**—The PDSO and submitter of the certification application (if different) receive an email specifying the missing or problematic information. Official notification of the request for further evidence may also be sent via mail. In some cases, the request for further evidence made by DHS in SEVIS allows you to update information originally submitted on the electronic certification application. You are provided instructions on updating the electronic certification application in such instances.

**Note:** There are no additional fees required when responding to a request for further evidence. After submitting the updated certification application, **DO NOT** go to the Pay.gov web site. Click the **Logout** link on the navigation bar to exit SEVIS.

- **Denied**—The PDSO and submitter of the certification application (if different) receive notification via email. This email includes basic information regarding the reasons for denial. A separate mailed letter provides more specific information regarding the grounds for denial and your options for appealing such a denial.

### **2.5.8 Electronic Submission of Payment**

You may use a plastic card or Automated Clearing House (ACH) to electronically submit payment to DHS using the Pay.gov web site.

**Note:** Following submission of the completed certification application, the PDSO and the individual that submitted the certification application (if different) receive notification via email that DHS has received the certification application. If you are not prepared to submit payment at the time of submission of the certification application, the email notice also includes the link to the site where electronic payment can be made. However, DHS will not begin the adjudication process until they have received notification from Pay.gov that payment has been received.

To use the Pay.gov web site, perform the following steps:

1. On the *Certification Application (Form I-17) Has Been Submitted* screen or the email notification, click the <https://www.pay.gov/> link. The DHS Pay.gov home page displays, as shown in Exhibit 16, Pay.gov Home Page.

## Exhibit 16: Pay.gov Home Page

**Pay.gov**<sup>SM</sup>  
Provided by the Department of the Treasury.  
Home

**Login**  
Username:  
Password:  
Login  
Forgot Your Password?

**Find Public Forms**  
By Agency  
**By Form Name**  
Search Public Forms  
Searching Help

**Resources**  
[Accessibility Statement](#)  
[Notices & Agreements](#)  
[Privacy and Security Policy](#)  
[Public Reports](#)  
[Sitemap](#)

**Program Info**  
[Contact Us](#)  
[Frequently Asked Questions](#)  
[Overview](#)  
[Agency Services](#)  
[Implementation](#)  
[Documentation](#)  
[Press / Articles](#)

**For Business and the General Public**  
  
**"Re-Inventing Government Collections"**  
Developed by the U.S. Department of the Treasury, Pay.gov enables individuals and businesses to securely and easily send electronic payments to the Federal Government. **Pay.gov's** service allows you to pay by debit/credit card or to authorize an ACH debit of your savings or checking account.  
**Use Pay.gov to:**

- Make one-time payments
- Schedule recurring payments
- Get Bills delivered to you online
- Track payments and update payment instructions

**What is Pay.gov?**  
**How Do I use Pay.gov?**  
Need to use Pay.gov on a more frequent basis? By self-enrolling, you can save your forms and schedule recurring payments automatically. Here is how to set up a Pay.gov user account:  
**Start Self Enrollment Here**

**For Government Agencies**  
  
**"Maximizing Collections / Minimizing Costs"**  
Launched in October 2000, **Pay.gov** is a secure government-wide collection portal, developed to meet the U.S. Treasury's commitment to process collections electronically using Internet technologies. **Pay.gov** satisfies the demands of agencies by providing their customers the ability to make payments, complete forms and submit queries 24 hours a day. Read the [Pay.gov Collections Summary Report](#) to see the growth in agency collections over the past few years.  
**Why use Pay.gov?**

- Fast and safe collection service at no cost to your agency
- Secure transactions available to anyone, anywhere
- Expert solutions for your technical and regulatory compliance issues
- Comprehensive customer & technical support from day one forward

**What Services does Pay.gov provide?**  
**How does my agency implement Pay.gov?**  
[Overview of Pay.gov](#)  
[Press/Articles](#)

**DEPARTMENT OF THE TREASURY**  
**FIRSTGov**

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2. Click the **By Form Name** link in the left-hand panel in the **Find Public Forms** menu. The *A-Z Index of Forms by Form Name* screen displays as depicted in Exhibit 17, A-Z Index of Forms by Form Name Screen.

## Exhibit 17: A-Z Index of Forms by Form Name Screen

The screenshot displays the Pay.gov website interface. The left sidebar contains the following sections:

- Login**: Username and Password fields, a Login button, and a link for "Forgot Your Password?".
- Find Public Forms**: Links for "By Agency" and "By Form Name".
- Search Public Forms**: A search input field and a "Go" button.
- Resources**: Links for "Accessibility Statement", "Notices & Agreements", "Privacy and Security Policy", "Public Reports", and "Sitemap".
- Program Info**: Links for "Contact Us", "Frequently Asked Questions", "Overview", "Agency Services", "Implementation", "Documentation", and "Press / Articles".
- Logos**: FMS, Department of the Treasury, and FirstGov logos.
- Image**: A grayscale image of the U.S. Capitol building.

The main content area is titled "A - Z Index of Forms by Form Name" and features an alphabetical index: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [0-9](#). Below the index, the text states: "Pay.gov provides many methods for you to find the government agency form you may be seeking. Here, we have provided an alphabetical list of all forms currently hosted on Pay.gov. This method of searching proves to be of most use when you know the exact name of the form. Simply click on the letter above to take you to a list of all form names starting with that letter." It also mentions the "Search Public Forms" tool in the sidebar.

The footer contains the following text: "All information provided on this website copyright © 2005. United States Department of the Treasury, Financial Management Service, 401 14th Street SW, Washington, DC 20227, Email: [gmoney@fms.treas.gov](mailto:gmoney@fms.treas.gov). [Contact Us](#) | [Frequently Asked Questions](#) | [Notices & Agreements](#) | [Accessibility Policy](#) | [Privacy and Security Policy](#)".

- Click the **I** link in the alphabetic list at the top of the screen. The *Form Search Results* screen displays, as depicted in Exhibit 18, Form Search Results Screen.

## Exhibit 18: Form Search Results Screen

**Pay.gov**<sup>SM</sup>

Provided by the Department of the Treasury.

Home > Browse Forms By Form Name > I

**A - Z Index of Forms by Form Name**

I A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9

Results: **1-3 of 3** [Hide Details](#)

Sort By: **Form Name** | Form Number | OMB Number | Agency Name

**I 17 SEVIS School Certifications**

Form Number: **I 17 CERTIFICATION** OMB Number: **1115-0070**  
DHS SEVIS I-17 SCHOOL CERTIFICATION FEE REMITTANCE  
[Immigration Services](#) < [Department of Homeland Security](#)  
<https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=445138>

**INSS Conferences**

Form Number: **INSSCONF**  
Use this form to signup for INSS conferences. You may make payments using a major credit card.  
[Department of Defense](#)  
<https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=696732>

**IRMCFORM**

Form Number: **IRMCFORM**  
IRMC Course Submission  
[Department of Defense](#)  
<https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=319353>

Results: **1-3 of 3**

**Left Sidebar:**

- Login**  
Username:   
Password:   
  
[Forgot Your Password?](#)
- Find Public Forms**  
[By Agency](#)  
[By Form Name](#)  
**Search Public Forms**  
   
[Searching Help](#)
- Resources**  
[Accessibility Statement](#)  
[Notices & Agreements](#)  
[Privacy and Security Policy](#)  
[Public Reports](#)  
[Sitemap](#)
- Program Info**  
[Contact Us](#)  
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[Overview](#)  
[Agency Services](#)  
[Implementation](#)  
[Documentation](#)  
[Press / Articles](#)

**Footer:**

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- Click the **I 17 SEVIS School Certifications** link. The *DHS SEVIS School Certification Payment* screen displays, as depicted in Exhibit 19, DHS SEVIS School Certification Payment Screen.

### Exhibit 19: DHS SEVIS School Certification Payment Screen



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[Search Public Forms](#) | [Public Reports](#)

 **U.S. Immigration  
and Customs  
Enforcement**



#### DHS SEVIS SCHOOL CERTIFICATION PAYMENT

\*Please note that all fields with an asterisk are required.

School Name \*:

School District / Affiliation / System :

School Code \*:  \*Please enter "NONE" if School Code has not been assigned.

School Address \*:

School City \*:

School State \*:

School Zip / Postal Code \*:

School Contact Prefix :

School Contact First Name \*:

School Contact Middle Name :

School Contact Last Name \*:

School Contact Phone Number \*:

Payment Type \*: Credit Card ☒ ACH ☐

Amount \*:

\* ☐ By checking this box, and submitting this payment, I confirm I understand the filing fee of \$230 is non-refundable, per Federal Regulation 8 CFR 103.2(a). I also understand that the site visit fee(s) of \$350 per campus, is non-refundable once the site visit inspection has taken place. If paying this fee with a credit card, I agree to pay the amount of the transaction according to my card issuer agreement.

Make Payment

PDF Preview

Reset

It may take several minutes to process the form. Please be patient.

[Notices & Agreement](#)

5. Below is a description of the fields on this screen. At a minimum, complete all fields preceded by an \* (asterisk).

Field	Description/Explanation
* School Name	Enter the name of the school system. That is the same information entered in Field 2 on the first page of the electronic certification application, not the name of the main campus.
School District/Affiliation/System	If necessary, enter the name of the district, affiliation, or system associated with the school.

<b>Field</b>	<b>Description/Explanation</b>
<b>* School Code</b>	Temporary users will not have a SEVIS school code assigned to their school; therefore, enter “None.”
<b>* School Address</b>	Enter the address of the school.
<b>* School City</b>	Enter the city in which the school is located.
<b>* School State</b>	Enter the state in which the school is located.
<b>* School Zip/Postal Code</b>	Enter a valid five-digit zip code for the city in which the school is located. Nine-digit zip codes are optional.
<b>School Contact Prefix</b>	Select a prefix: Mr., Mrs., Ms., Miss, or Dr.
<b>* School Contact First Name</b>	<p>Enter the first name of the SEVIS point of contact (POC) at the school.</p> <p>This field may contain the name of the person making payment, or the name in which the plastic card was issued.</p> <p>If the bank account from which the payment is being drawn is the name of an institution, enter <b>NFN</b> in this field and enter the name of the institution in the <b>School Contact Last Name</b> field.</p>
<b>School Contact Middle Name</b>	<p>Enter the middle name of the SEVIS POC at the school.</p> <p>This field may contain the name of the person making payment, or the name in which the plastic card was issued.</p> <p>If the bank account from which the payment is being drawn is the name of an institution, leave this field blank and enter the name of the institution in the <b>School Contact Last Name</b> field.</p>
<b>* School Contact Last Name</b>	<p>Enter the last name of the SEVIS POC at the school.</p> <p>This field may contain the name of the person making payment, or the name in which the plastic card was issued.</p> <p>If the bank account from which the payment is being drawn is the name of an institution, enter the name of the institution in this field.</p>
<b>* School Contact Phone Number</b>	Enter the phone number for the SEVIS POC at the school.

Field	Description/Explanation
* <b>Payment Type</b>	Click the appropriate radio button, <b>Credit Card</b> or <b>ACH</b> . Section 2.5.8.1, Enter Payment Information Via Plastic Card, provides details on submitting your payment through Pay.gov using a plastic card. Section 2.5.8.2, Enter Payment Information Payment Via ACH, provides details on submitting your payment through Pay.gov using ACH.
* <b>Amount</b>	Enter the amount being submitted to DHS. <b>Do not</b> enter a decimal point or cents.
* <b>Check Box</b>	Click the check box to indicate that you understand the filing fee requirements.

6. Click one of the following buttons:

<b>Make Payment</b>	Click this button to continue processing your payment. The <i>Enter Payment Information</i> screen displays. Continue to Section 2.5.8.1 or 2.5.8.2 for the remaining instructions on paying via plastic card or ACH, respectively.
<b>PDF Preview</b>	Click this button to generate this screen in PDF format. <b>Note:</b> This does not complete the process. You would still need to click the <b>Make Payment</b> button to continue submitting your certification fee.
<b>Reset</b>	Click this button to clear the data from the fields.


### **2.5.8.1    *Enter Payment Information Via Plastic Card***

Pay.gov allows you to pay your certification fee with a plastic card. If you selected the **Credit Card** radio button on the *DHS SEVIS School Certification Payment* screen, this section provides instruction on completing the payment process via plastic card. (If paying via ACH, see Section 2.5.8.2, Enter Payment Information Payment Via ACH.)

After clicking the **Make Payment** button (see Step 6 of Section 2.5.8), the *Enter Payment Information* screen displays, as depicted in Exhibit 20, Enter Payment Information Screen—Plastic Card.



## Exhibit 20: Enter Payment Information Screen—Plastic Card



Provided by the Department of the Treasury.  
[Home](#) > Online Payment

Online Payment

Step 1: Enter Payment Information

1 | 2 | 3

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$580.00

Billing Address:  \*

Billing Address 2:






City:

State / Province:

Zip / Postal Code:

Country:  \*

Card Type:  \*



Card Number:  \* (Card number value should not contain spaces or dashes)

Expiration Date:  \* /  \*

School Name:

School District/Affiliation/System:

School Code:

School Address:

School City:

School State:

School Zip/Postal Code:

School Contact First Name:

School Contact Middle Name:

School Contact Last Name:

School Contact Phone Number:

Amount:

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Continue with Plastic Card Payment

Cancel

Return To Your Form

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

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45

Update

November 1, 2005

1. Below is a description of the fields on this screen. At a minimum, complete all fields preceded by an \* (asterisk).

<b>Field</b>	<b>Description/Explanation</b>
<b>* Account Holder Name</b>	This field is pre-populated. If the information is not correct, make the necessary changes.
<b>Payment Amount</b>	This field is pre-populated and cannot be altered.
<b>* Billing Address</b>	This field is pre-populated. If the information is not correct, make the necessary changes.
<b>Billing Address 2</b>	Enter additional billing address information, if needed.
<b>City</b>	This field is pre-populated. If the information is not correct, make the necessary changes.
<b>State/Province</b>	This field is pre-populated. If the information is not correct, make the necessary changes.
<b>Zip/Postal Code</b>	This field is pre-populated. If the information is not correct, make the necessary changes.
<b>Country</b>	Select the country to which the account holder's bills are sent.
<b>* Card Type</b>	Select the type of plastic card.
<b>* Card Number</b>	Enter the plastic card number. Do not include hyphens or spaces.
<b>* Expiration Date</b>	Select the month and year in which the card expires.
<b>School Name</b>	Enter the name of the school system. That is the same information entered in Field 2 on the first page of the electronic certification application, not the name of the main campus.
<b>School District/Affiliation/System</b>	If necessary, enter the name of the district, affiliation, or system associated with the school.
<b>School Code</b>	Temporary users will not have a SEVIS school code assigned to their school; therefore, enter "None."
<b>School Address</b>	Enter the address of the school.
<b>School City</b>	Enter the city in which the school is located.
<b>School State</b>	Enter the state in which the school is located.
<b>School Zip/Postal Code</b>	Enter a valid five-digit zip code for the city in which the school is located. Nine-digit zip codes are optional.

Field	Description/Explanation
<b>School Contact First Name</b>	Enter the first name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, enter <b>NFN</b> in this field and enter the name of the institution in the <b>School Contact Last Name</b> field.
<b>School Contact Middle Name</b>	Enter the middle name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, leave this field blank and enter the name of the institution in the <b>School Contact Last Name</b> field.
<b>School Contact Last Name</b>	Enter the last name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, enter the name of the institution in this field.
<b>School Contact Phone Number</b>	Enter the phone number for the SEVIS POC at the school.
<b>Amount</b>	Enter the amount being submitted to DHS. <b>Do not</b> enter a decimal point or cents.

2. Click one of the following buttons:

<b>Continue With Plastic Card Payment</b>	Click this button to continue the plastic card payment process. Section 2.5.8.1.1, Authorize Payment Via Plastic Card, provides instructions on authorizing your certification payment via plastic card.
<b>Cancel</b>	Click this button to stop the process and return to the <i>Form Search Results</i> screen.
<b>Return to Your Form</b>	Click this button to stop the process and return to the <i>DHS SEVIS School Certification Payment</i> screen.

### 2.5.8.1.1 AUTHORIZE PAYMENT VIA PLASTIC CARD

After clicking the **Continue With Plastic Card Payment** button (see Step 2 of Section 2.5.8.1), the *Authorize Payment* screen displays, as depicted in Exhibit 21, Authorize Payment Screen—Plastic Card. (Information on this screen has been redacted for privacy reasons.)

**Exhibit 21: Authorize Payment Screen— Plastic Card**

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[Home](#) > Online Payment

Online Payment  
**Step 2: Authorize Payment** 1 | 2 | 3

[Payment Summary](#) [Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> Tod Darin Huffman <b>Billing Address:</b> 4684 Glendale Drive <b>Billing Address 2:</b> <b>City:</b> Washington <b>State / Province:</b> DC <b>Zip / Postal Code:</b> 20001 <b>Country:</b> USA	<b>Card Type:</b> Visa <b>Card Number:</b> ***** <b>Expiration Date:</b> 7 / 2007 <b>School Name:</b> <b>School District/Affiliation/System:</b> <b>School Code:</b> <b>School Address:</b> <b>School City:</b> <b>School State:</b> <b>School Zip/Postal Code:</b> <b>School Contact First Name:</b> <b>School Contact Middle Name:</b> <b>School Contact Last Name:</b> <b>School Contact Phone Number:</b> <b>Amount:</b>	<b>Payment Amount:</b> \$580.00 <b>Transaction Date and Time:</b> 09/06/2005 13:39 EDT

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

**Email Address:**   
**Confirm Email Address:**

**Authorization and Disclosure**  
**Required fields are indicated with a red asterisk \***

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☐ \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

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1. This screen provides summary information of the data entered on the previous screens. If any information is incorrect, click the **Edit This Information** link at the top of the screen.
2. If you wish to receive an email confirmation of this payment, enter your email address in the **Email Address** field and reenter it in the **Confirm Email Address** field.
3. Click the check box to authorize a charge to your card account.
4. Click one of the following buttons:

<b>Submit Payment</b>	Click this button to finalize the payment process.
-----------------------	--

<b>Cancel</b>	Click this button to stop the process and return to the <i>Form Search Results</i> screen.
<b>Return to Your Form</b>	Click this button to stop the process and return to the <i>DHS SEVIS School Certification Payment</i> screen.

#### **2.5.8.2    *Enter Payment Information Via ACH***

Direct payment of fees may be made via accounts with American Banking Association routing numbers (for example, an existing U.S. checking or savings account from which the funds will be drawn). If you selected the **ACH** radio button on the *DHS SEVIS School Certification Payment* screen, this section provides instruction on completing the payment process via ACH. (If paying via plastic card, see Section 2.5.8.1, Enter Payment Information Via Plastic Card.)

After clicking the **Make Payment** button (see Step 6 of Section 2.5.8), the *Enter Payment Information* screen displays, as depicted in Exhibit 22, Enter Payment Information Screen—ACH.

## Exhibit 22: Enter Payment Information Screen—ACH

**Pay.gov**<sup>SM</sup>

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[Home](#) > Online Payment

The system has populated the Payment Date with the next available payment date.

Online Payment

Step 1: Enter Payment Information 1 | 2 | 3

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$580.00

Account Type:  \*

Routing Number:  \*

Account Number:  \*

Confirm Account Number:  \*

Check Number:

Routing Number

Account Number

Check Number

026946763

9243767390

1234

Payment Date: 09/08/2005

School Name:

School District/Affiliation/System:

School Code:

School Address:

School City:

School State:

School Zip/Postal Code:

School Contact First Name:

School Contact Middle Name:

School Contact Last Name:

School Contact Phone Number:

Amount:

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Continue with ACH Payment

Cancel

Return To Your Form

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

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1. Click the **About ACH Debit** link at the top of the screen for detailed information regarding debit payments.
2. Below is a description of the fields on this screen. At a minimum, complete all fields preceded by an \* (asterisk).

Field	Description/Explanation
* <b>Account Holder Name</b>	This field is pre-populated. If the information is not correct, make the necessary changes.

Field	Description/Explanation
<b>Payment Amount</b>	This field is pre-populated and cannot be altered.
<b>* Account Type</b>	Select the type of bank account from which the funds will be drawn. The options are: Personal Checking, Personal Savings, or Business Checking.
<b>* Routing Number</b>	Enter the routing number for your bank. It is the first set of numbers imprinted in the bottom left corner of your check.
<b>* Account Number</b>	Enter the number for the account from which the payment will be made. It is the second set of numbers imprinted in the bottom left corner of your check.
<b>* Confirm Account Number</b>	Reenter your account number.
<b>* Check Number</b>	Enter the check number. It is the third set of numbers imprinted in the bottom left corner of your check. <b>Note:</b> Leave this field blank if the <b>Account Type</b> is <b>Savings Account</b> .
<b>Payment Date</b>	This field is pre-populated with the next available payment date and cannot be altered.
<b>School Name</b>	Enter the name of the school system. That is the same information entered in Field 2 on the first page of the electronic certification application, not the name of the main campus.
<b>School District/Affiliation/System</b>	If necessary, enter the name of the district, affiliation, or system associated with the school.
<b>School Code</b>	Temporary users will not have a SEVIS school code assigned to their school; therefore, enter "None."
<b>School Address</b>	Enter the address of the school.
<b>School City</b>	Enter the city in which the school is located.
<b>School State</b>	Enter the state in which the school is located.
<b>School Zip/Postal Code</b>	Enter a valid five-digit zip code for the city in which the school is located. Nine-digit zip codes are optional.
<b>School Contact First Name</b>	Enter the first name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, enter <b>NFN</b> in this field and enter the name of the institution in the <b>School Contact Last Name</b> field.

Field	Description/Explanation
<b>School Contact Middle Name</b>	Enter the middle name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, leave this field blank and enter the name of the institution in the <b>School Contact Last Name</b> field.
<b>School Contact Last Name</b>	Enter the last name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, enter the name of the institution in this field.
<b>School Contact Phone Number</b>	Enter the phone number for the SEVIS POC at the school.
<b>Amount</b>	Enter the amount being submitted to DHS. <b><i>Do not</i></b> enter a decimal point or cents.

3. Click one of the following buttons:

<b>Continue With ACH Payment</b>	Click this button to continue the ACH payment process. Continue to Section 2.5.8.2.1, Authorize Payment Via ACH.
<b>Cancel</b>	Click this button to stop the process and return to the <i>Form Search Results</i> screen.
<b>Return to Your Form</b>	Click this button to stop the process and return to the <i>DHS SEVIS School Certification Payment</i> screen.

#### **2.5.8.2.1 AUTHORIZE PAYMENT VIA ACH**

After clicking the **Continue With ACH Payment** button (see Step 3 of Section 2.5.8.2), the *Authorize Payment* screen displays, as depicted in Exhibit 23, Authorize Payment Screen—ACH. (Information on this screen has been redacted for privacy reasons.)



### Exhibit 23: Authorize Payment Screen—ACH

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[Home](#) > [Online Payment](#)

Online Payment

Step 2: Authorize Payment

1 | 2 | 3

[Payment Summary](#) [Edit this information](#)

Account Holder Name: Tod Darin Huffman  
Payment Amount: \$580.00  
Account Type: Personal Checking  
Routing Number: [REDACTED]  
Account Number: [REDACTED]  
Check Number: [REDACTED]

Payment Date: 09/08/2005  
School Name:  
School District/Affiliation/System:  
School Code:  
School Address:  
School City:  
School State:  
School Zip/Postal Code:  
School Contact First Name:  
School Contact Middle Name:  
School Contact Last Name:  
School Contact Phone Number:  
Amount:

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: [REDACTED]

Confirm Email Address: [REDACTED]

Authorization and Disclosure

Required fields are indicated with a red asterisk \*

I agree to the authorization and disclosure language. ☐ \*

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

B. Disclosure

[View Authorization and Disclosure in a separate window.](#)

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Submit Payment

Cancel

Return To Your Form

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

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1. This screen provides summary information of the data entered on the previous screens. If any information is incorrect, click the **Edit This Information** link at the top of the screen.
2. If you wish to receive an email confirmation of this payment, enter your email address in the **Email Address** field and reenter it in the **Confirm Email Address** field.

3. Click the check box to indicate your agreement with the authorization and disclosure language.
4. Click one of the following buttons:

<b>Submit Payment</b>	Click this button to finalize the payment process.
<b>Cancel</b>	Click this button to stop the process and return to the <i>Form Search Results</i> screen.
<b>Return to Your Form</b>	Click this button to stop the process and return to the <i>DHS SEVIS School Certification Payment</i> screen.

### 3. OPERATING INSTRUCTIONS

#### 3.1 Initiate Operation

You access SEVIS via the Internet using Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher. You must also have a SEVIS user ID and password to access the system. To log into SEVIS, perform the following steps:

1. Access the Internet and go to the SEVIS web site at <https://egov.immigration.gov/sevis/>.
2. Enter your user ID in the **User Name** field.
3. Enter your password in the **Password** field.
4. Press **Enter** or click the **Login** button.

#### 3.2 Maintain Operation

After 20 minutes of inactivity, the session will time out and you must log in again to use SEVIS.

#### 3.3 Terminate and Restart Operations

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, you must repeat the login procedures.

**WARNING:** If you click the **Close** (✕) button on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message displays: “A user is already logged on with this user name.”

### 4. ERROR HANDLING

SEVIS includes automatic validation of the data entered into many fields. For example, if you do not enter a date in the correct format, the system will prompt you to correct the error by providing the proper format. These messages are self-explanatory and are not addressed in this manual.

The system also includes a SEVIS - Connection Error. The message reads, “Your connection to SEVIS was unsuccessful. Please try your request again. If the error persists and you need assistance, please contact the SEVIS Help Desk at 1-800-892-4829.”

You will be redirected to the *SEVIS Login* screen in 10 seconds. When returned to the *SEVIS Login* screen, you should log into the system and continue working. If the message displays again, contact the SEVIS Help Desk.

## **5. HELP FACILITIES**

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at 1-800-892-4829 during the hours of 8 a.m. and 8 p.m. Eastern Time, Monday through Friday. Calls received outside these hours will be recorded for response on the next business day.

## **APPENDIX A—ACRONYMS AND ABBREVIATIONS**

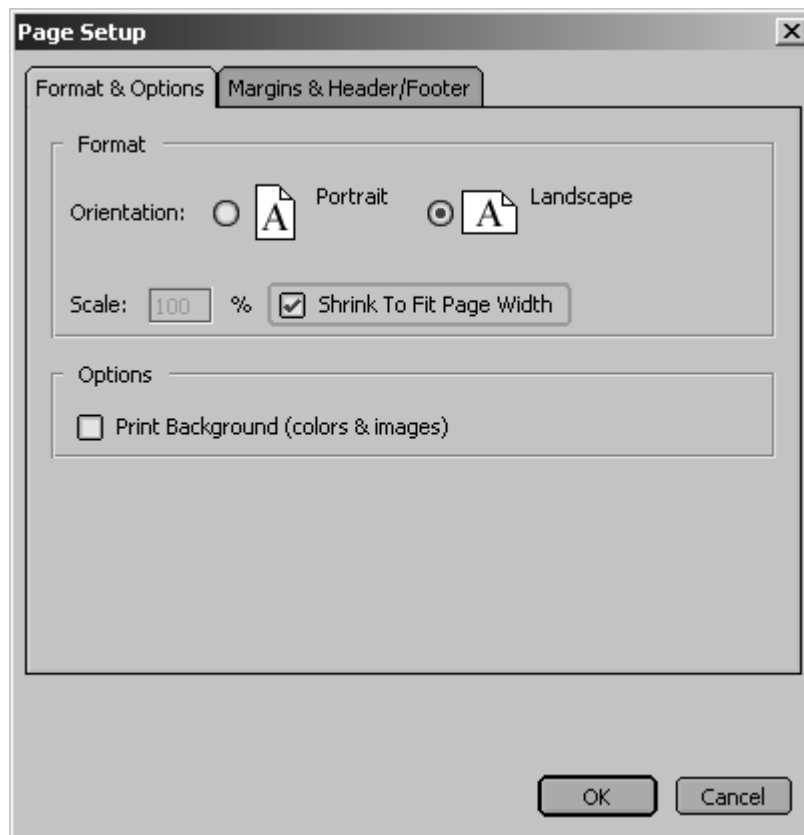
ACH	Automated Clearing House
A-Number	alien number
DHS	Department of Homeland Security
DoS	Department of State
DSO	Designated School Official
EV	exchange visitor
ID	identification
LPR	lawful permanent resident
PDSO	Principal Designated School Official
POC	point of contact
SEVIS	Student and Exchange Visitor Information System
SEVP	Student and Exchange Visitor Program

**APPENDIX B—PRINTING INSTRUCTIONS FOR NETSCAPE  
VERSION 7.0**

Netscape has modified its printing procedures for Version 7.0. For best results when printing, it is recommended that you make the following changes to the browser print settings for Netscape:

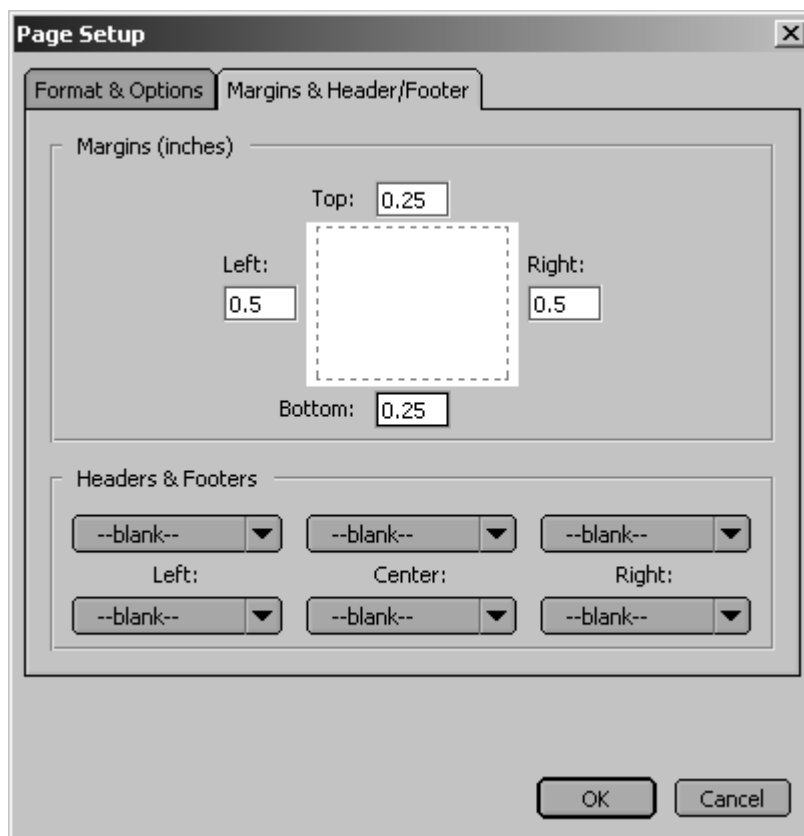
1. Click **File** on the Netscape menu bar.
2. Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit B–1, Netscape Page Setup Window—Format & Options Tab.


**Exhibit B–1: Netscape Page Setup Window—Format & Options Tab**



3. On the **Format & Options** tab, click the **Landscape** radio button.
4. Ensure there is a check mark in the **Shrink To Fit Page Width** check box.
5. Ensure there is not a check mark in the **Print Background (color & images)** check box.
6. Click the **Margins & Header/Footer** tab. The **Margins & Header/Footer** tab comes into focus, as depicted in Exhibit B–2, Netscape Page Setup Window—Margins & Header/Footer Tab.

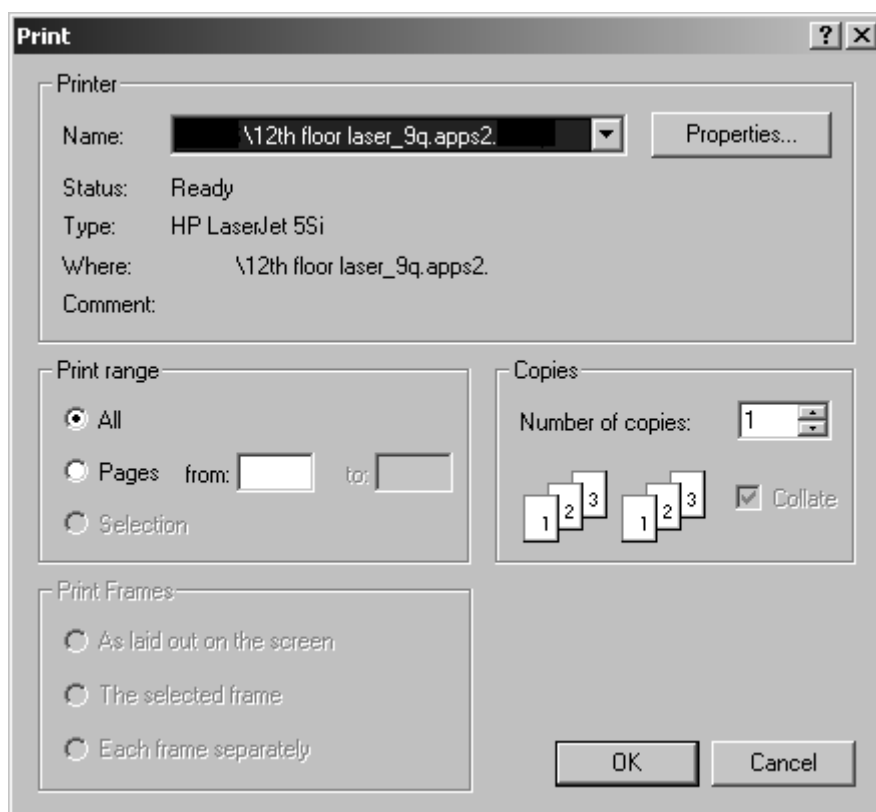
**Exhibit B–2: Netscape Page Setup Window—Margins & Header/Footer Tab**



7. Set the left and right margins to **0.5** and the top and bottom margins to **0.25**.
8. Within the **Headers & Footers** section, ensure that all drop-down lists are "--blank--." If the drop-down lists are not set to "--blank--," click on the **down arrow** and select "--blank--."
9. Click **OK**.
10. Click either the **Print** () icon on the browser toolbar or select **Print** from the **File** menu. The *Print* window displays, as depicted in Exhibit B–3, Print Window.



### **Exhibit B–3: Print Window**



11. Ensure that the appropriate printer is selected in the *Name* list. If not, select the correct printer from the list.
12. Click **OK** on the *Print* window and the report prints to the designated printer.